

MINUTES OF THE BUDGET WORK SESSION OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD MAY 26, 2009, AT 5:30 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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CALL TO ORDER AND ROLL CALL

Mayor Joens called the budget work session to order at 5:33 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Diane Joens, Mayor  
Karen Pfeifer, Vice Mayor  
Tim Elinski, Council Member  
Duane Kirby, Council Member  
Linda Norman, Council Member  
Darold Smith, Council Member

COUNCIL MEMBER ABSENT

Terence Pratt, Council Member

STAFF MEMBERS PRESENT

Doug Bartosh, City Manager  
Richard Faust, Parks & Recreation Director  
Jody Fanning, Police Chief  
Tim Costello, City Engineer  
Richard Smith, Deputy Clerk

Rudy Rodriguez, Finance Director  
Dan Lueder, Utilities Director  
Mike Casson, Fire Chief  
Kyla Allen, Executive Assistant

DEPARTMENTAL BUDGETS

POLICE

Police Chief Jody Fanning reviewed some of the accomplishments of his department over the past year and stated several large amounts were allocated for items which grant applications had been made for, including \$270,000 for equipment, as well as several patrol cars and a motorcycle. There would be various equipment upgrades including acquisition of tasers for each officer to eliminate sharing such devices as was now the case.

Vice Mayor Pfeifer asked what the cost was for tasers.

Chief Fanning stated they were about \$900 each, without cameras. Other needs were for updating general orders, new office furniture, and a reverse 911 system.

Council Member Elinski asked for additional information regarding the reverse 911 system.

Chief Fanning stated the department was exploring grant funding and competitive prices. Since last discussing this matter before the Council, other systems had been developed which appeared to be less expensive.

Council Member Elinski asked if the utility department would be able to use that system.

Chief Fanning stated, yes, as well as the City Council.

Council Member Smith asked if the County didn't have such a system.

Chief Fanning stated, they did but it was set up for them. We had to ask for permission to use it, and justify the request. Such justification had to meet their criteria. Nor was it likely that the utility department's needs would meet those criteria.

Mayor Joens asked about special equipment that might be going into the public meeting rooms at the Public Safety Building, which could make those rooms unavailable to the public.

Chief Fanning stated the mere cost of the equipment was such that it would not be beneficial to have the general public in proximity unsupervised.

Mayor Joens asked how much room the equipment would take up.

Chief Fanning stated, the whole multi-purpose room. The City would still be able to do anything there it wanted. The type of equipment was extremely expensive and it was unwise to have the general public around it without training and knowledge on how to use it.

Mayor Joens asked if space would be created when some of the police staff moved to another building as she hated shutting the public out.

Chief Fanning stated there would be other facilities at the recreation center.

Mayor Joens stated the matter was scheduled to be discussed at the next meeting tomorrow night.

Council Member Elinski asked if the terrorism liaison officer would be a full time position.

Chief Fanning stated, yes, with costs split between his department and the utility department the position would be full time, doing consultation and preventative measures with utilities as well as handling the police side of such matters.

Mr. Lueder stated the necessity for the position had arisen because of new security standards at well sites which required design and training in the use of tamper proof devices.

Chief Fanning stated the officer would do inspections and patrol work and had to work tactics in the Phoenix area to be able to have access to Homeland Security computers, something other officers did not have.

### ANIMAL CONTROL

Chief Fanning stated no budget changes were requested for animal control whose main concern now was rabies prevention. The single position had been changed to that of an enforcement officer with appropriate changes in the pay scale, though not in salary.

### COMMUNICATIONS

Chief Fanning stated upgrades were needed on phone lines and microwave links. Construction was planned for a regional communications center.

### WATER

Mr. Lueder stated arsenic would be the dominant topic this year. The City had until the end of the year to meet the latest federally imposed standards on remediation. Remediation equipment would first be installed at the well sites with the highest levels of arsenic.

Council member Kirby asked if blending was done.

Mr. Lueder stated instead of blending, side-streaming was employed wherein some water was treated prior to it being mixed with that from a second source. Budget highlights included the completion of the SR260 waterline, reservoir, and booster station project. Two new positions were to be created, that of an arsenic specialist and utility engineer. Savings were expected by doing work in-house rather than calling in contractors.

Vice Mayor Pfeifer asked if the thirteen hydrants which had been installed in the Verde Villages were pretty visible since proximity to one affected insurance rates.

Mr. Lueder stated they were mostly in the commercial strip.

Council Member Elinski asked if the arsenic specialist costs were to be split with another department.

Mr. Lueder stated the specialist would be a full-time utility position. The terrorism officer's costs were to be shared between utilities and the police department.

### WASTEWATER

Mr. Lueder stated projects slated for construction were the SR260 sewer extension project, the reclamation facility headworks project, and the provision of back-up pumps.

Mayor Joens asked what the state of the conservation account was and that of the \$4 per month charge collected from water users.

Mr. Rodriguez stated they formed part of reserves which were earning income.

Council Member Smith asked how close to capacity the current wastewater treatment plant was and what the maximum capacity was.

Mr. Lueder stated the plant currently operated at 70 percent. We were supposed to start planning for additional capacity when the level of use reached eighty percent.

Council Member Kirby asked about water use capacity.

Mr. Lueder stated that ran about 60-65 percent capacity. Last year we never reached Stage II restrictions.

Mr. Bob Oliphant, of Cottonwood stated Reed Homes at Mesquite Hills were using potable water on plants and he also understood that the well would be costly to mitigate.

Mr. Lueder stated reuse of water had to be done via a system that was properly designed and approved, a matter that was under negotiation. The well still had not been accepted by the City and it would not be until arsenic levels were acceptable.

#### PARKS AND RECREATION

Mr. Faust discussed the pending reorganization of staff positions into those related to outdoor and those related to indoor activities. There were title changes to better delineate responsibilities. There were current staff members who possessed the requisite recreation administration training and education for assuming positions at the new recreation center when it was completed. A new position would focus on therapeutic recreation. Other activities would be organizing the Walkin' on Main event, improving the dog park, and an art event. New programs for basketball and youth would be introduced.

#### RECREATION CENTER

Mr. Faust indicated that the facility was expected to open May 1, 2010, with 10 full time employees and 25 part-time ones. The entire office staff would transfer to the new building. All activities and programs would be coordinated from the new facility. It was hoped to build early interest by bringing school groups through in "soft" openings on Saturdays preceding the official opening. Discounted early memberships were being considered. The costs were expected to be about \$550 per year per family of six. A single person would cost \$280. The strength and conditioning equipment would be impressive and the costs competitive and favorable compared to commercial establishments. The cardio and game room equipment would be leased to allow periodic updating and replacement and reduce capital costs. Licensed and trained staff would monitor patron activity and staffing numbers were planned to allow the maximum use of the facility for the maximum number of hours. These were tentatively planned as 6 a.m. to 10 p.m. weekdays, 8 a.m. to 6 p.m. Saturdays, and 9 a.m. to 4 p.m. Sundays. Holiday opening would require overtime pay for staff and was not planned

at this time. Ten employees were expected to man the facility whenever it was open.

Council Member Elinski expressed his desire that the climbing wall be ready and not create lines for users. He suggested adding to the budget for overtime pay to permit the facility to be open on holidays.

Mr. Rodriguez stated the proposed budget's allocation were for just the two months the facility would be open during next year's budget period. Funding changes should be planned for the following year's budget.

Council Member Elinski stated the recreation center would be most heavily judged by the public during the first month it was open. He was concerned it should be done right the first time because once people made up their minds it would be hard to change their minds. When its doors opened it must be able to deliver what people anticipate it should.

#### BUILDING MAINTENANCE

Mr. Faust stated the restrooms at Riverfront Park needed maintenance upgrades to enable them to be used. The electrical circuits at the Civic Center needed upgrading. Four new ball fields had been added, increasing acreage to be maintained. It was expected that several new people would need to be taken on to ensure maintenance of all these facilities. Little League was supposed to fund seeding of the remaining fields. That would be done at the latest in September, so the fields would be available for use the following spring. Herridge Field was one that required the addition of grass. Custodial services were working well being outsourced, with the City saving approximately \$50,000 per year.

Council Member Kirby stated the Public Safety Building was messy and there should be some way to clean up the messes as they occur and make the restrooms acceptable to the public.

Mr. Faust stated use and abuse was during the day while custodians cleaned at night. Cutbacks from servicing five days a week to four days a week meant facilities went longer between visits by custodians.

Mayor Joens stated public restrooms used by the public should be cleaned every day the public used them.

Council Member Elinski asked if it could not be arranged to have a rotating member of the custodial crew to attend to needs that arose during the day.

Mr. Faust stated it was possible but would cost more. It was already part of the existing contract. The company was government and hospital certified.

Mr. Bartosh stated the Council had chosen to cut custodial services. It could choose to increase them again.

Council consensus was to continue the cuts in custodial services for staff only facilities but to increase them for areas used by the public. At a minimum, the Library and Public Safety Buildings should be cleaned once a day.

Mr. Faust stated there were also added expenses because of transient use of facilities in the parks.

Discussion followed about the public restrooms in Old Town, which could be opened during the weekends by members of the Old Town Association. No changes in those arrangements were sought.

Council consensus was for Mr. Faust to bring cost estimates of the additional services requested back to the Council for a determination regarding their funding.

#### CEMETERY

Mr. Faust stated maintenance and operational costs would remain unchanged due to the low level of activity because the facility was nearing maximum capacity. Only about 100 spots remained to be used. All had been sold. Costs for internment were about \$500 - \$700 and were comparable to that of other cities.

#### FIRE

Chief Casson stated there would be increased costs for doubling the size of the fire department. Two companies would share the existing facility and rotate shifts. New staff would be trained with a view to reaching levels of achievement that would allow them to staff a second fire station, when completed, at the same level of training as current staff now exhibited. New equipment would be necessary and investigations were being conducted about used vehicles that would be suitable.

#### COURT

Mr. Rodriguez stated there would be little in the way of budget changes affecting the court.

#### ENGINEERING

Mr. Costello stated the need for new equipment to replace obsolete units nearing the end of their useful life spans.

#### STREET MAINTENANCE & CONSTRUCTION

Mr. Costello stated several major projects were planned, including the reconstruction of South Twelfth Street from Mingus Avenue to Birch Street, the reconstruction of West Mingus Avenue from SR89A to Willard Street, and the reconstruction of Twelfth Street from SR89A

to Fir Street. Pavement preservation was planned for the Mingus and Main neighborhood.

Council Member Smith asked about the \$250,000 allocated for an Old Town Parking lot.

Mr. Costello stated it was for the dirt area behind city hall and the Parks & Recreation building. The Ledbetter parking lot was for a lesser amount and was cheaper because it was a joint public/private effort. Mr. Ledbetter owned three lots and the City two. Costs would be higher to pave two small parking areas instead of one larger one.

#### AIRPORT

Mr. Costello stated the self-fuel facility at the airport was considered a successful improvement, having delivered 50,000 gallons of aviation fuel last year. Insulation upgrades were planned for Hanger B for \$14,000. The big job for next year would be the seal coating of the apron areas which was currently out to bid.

#### COTTONWOOD AREA TRANSIT (C.A.T.)

Mr. Rodriguez stated there was a need for new busses, bike racks and computer upgrades for a system that was mostly funded through grant monies. In the future C.A.T. would merge into the regional system of the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) on whose board we would have a representative.

#### CITY COUNCIL

Mr. Rodriguez stated there was a need for new recording software and hardware and for Council information packets. Also the Council was to fund work on the parking lot in Old Town. Changes could still be requested for items listed in this budget, if desired.

#### ADJOURNMENT

Council Member Kirby moved to adjourn. The motion was seconded by Mayor Joens, and carried unanimously. The budget work session adjourned at 9:29 p.m.

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Diane Joens, Mayor

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Richard Smith, Deputy Clerk

CERTIFICATION OF MINUTES

I hereby certify that the attached is a true and correct copy of the minutes of a budget work session of the City Council of the City of Cottonwood held on May 26, 2009. I further certify that the meeting was duly called, and that a quorum was present.

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Richard Smith, Deputy Clerk

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Date